



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EVENTS CENTER TECHNICIAN I	27	H	9.437

DEFINITION OF THE CLASS:

Under direct supervision, performs semi-skilled work in the set-up and removal of staging and equipment in meeting rooms and indoor arenas at a major events center; provide lead supervision to events center staff; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises work of a semi-skilled nature in the setup and strike of meeting rooms and arena events at a major indoor arena having a seating capacity of at least 12,000. Oversees the setup and removal of furnishings, fixtures, and equipment used to host events. Works under strict time frames and using hand tools, power tools, hoists, and welding equipment, incumbents erect the basketball floor, back board units, scoreboards, and retractable bleachers. Estimates personnel needed, supervises and trains the work of up to 70 laborers depending on the size and nature of the event.

Conduct training classes pertinent to safety procedures and techniques used in the setup and striking of events.

Ensures adherence to fire regulations and safety procedures.

Maintains, repairs and stores stage equipment, props and tools when not in use; makes periodic security checks to ensure their safe keeping and orders supplies, parts and tools needed for their upkeep. Cleans and maintains shop areas and related tools and equipment to preserve their usefulness.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of agency, university and state procedures. Working knowledge of lighting and stage equipment associated with events and meetings. Working knowledge of safety procedures. General knowledge of principles of supervision and payroll procedures.

Ability to fill calls by directing and organizing up to 70 laborers at one time. Ability to work long shifts and difficult hours under stringent timetables.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of principles and techniques of setting up and striking of staging equipment.

Ability to adapt standard setup and removal procedures to accommodate unusual circumstances. Ability to work under stress with frequent interruptions. Ability to complete assigned tasks. Ability to train and provide lead supervision to student and temporary workers. Ability to read schematic

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

diagrams. Ability to establish effective working relationships with co-workers, university personnel and show related personnel.

Skill in performing a variety of complex semi-skilled work relevant to the position which included carpentry and electrical. Skill in safely operating basic hand and power tools.

EDUCATION AND/OR WORK EXPERIENCE:

Graduation from high school or the equivalent and two years of experience performing semi-skilled work which involved setting and striking sets at a major events center; one year of which included coordinating the work of others in the setting and striking of sets.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 9.437
 8/18/92R
 12/21/92UC